

This is the fourth edition of the Abridged Citizens' Guide. This guide was designed as a condensed, yet informational, form of the Citizen Guide to Participation in the Legislative Process.

We hope that you will find this compact guide useful in your participation with the legislative process. Although this guide is much shorter, it contains a wealth of relevant information. This guide includes, among other things, an overview of the legislative process, the legislative timetable, testimony guidelines, committee information, contact information for legislators, and resource center information.

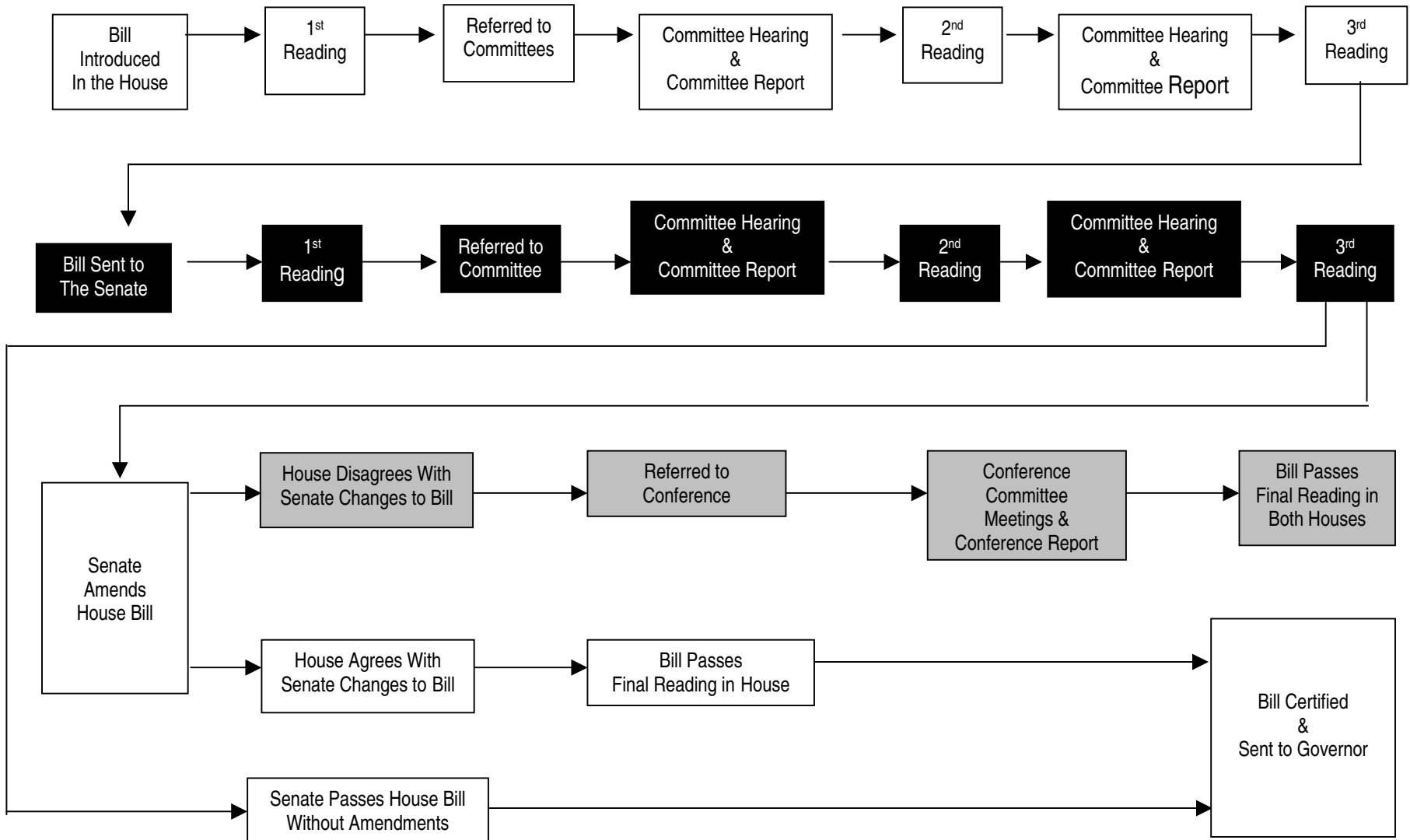
We believe that knowledge and effective and timely communication are keys to successful participation. Your participation in the legislative process is essential to the preservation of democracy. We hope that you will use this guide to maximize your effectiveness in the legislative process. You really can make a difference!

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HOW A BILL BECOMES LAW



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TYPES OF BILLS AND RESOLUTIONS

BILLS

The Hawaii State Constitution requires that every law enacted be introduced in the form of a bill. The bill title must encompass the entire subject matter of the bill and each bill can encompass only one subject. Bills are the most important of all vehicles available to the Legislature because if passed, bills have the force and effect of law.

Some of the major functions of a bill include:

- Adding, amending, or deleting a law in the Hawaii Revised Statutes (HRS)

The vast majority of bills introduced in the Legislature propose to amend the HRS by adding a new law, deleting a law, or both. Most laws are regarded as being of a "general and permanent nature" and thus are codified into the HRS.

- Adding, amending, or deleting a law in the Session Laws of Hawaii (SLH)

The SLH is an annual compilation of all laws enacted by the Legislature each session, including laws amending the HRS and those that have no statutory references. Laws belonging in the latter category include laws that appropriate funds, authorize the issuance of bonds, and establish temporary commissions.

- Proposing amendments to the Hawaii State Constitution

The Hawaii Constitution sets forth the basic principles and laws of the State that determine the powers and duties of government and guarantee certain rights to its people. The Hawaii Constitution allows the Legislature to propose amendments to the Constitution by adopting proposals through bills. These proposals are then submitted to the electorate for approval or disapproval at the next general election.

Special Types of Bills

Short-form Bills

Most bills are drafted in a form that contains the necessary details to accomplish their purposes. Occasionally, short-form bills are introduced to serve as a vehicle for later consideration of a topic before the details of that topic have been developed. Thus, a short-form bill typically contains only a reference to the general idea of the bill.

Companion Bills

Companion bills are identical versions of the same bill that are introduced in both the House and the Senate to increase their chances of passage.

Administration Bills

Administration bills are prepared by executive branch agencies for consideration by the Legislature.

Carryover Bills

The Hawaii State Constitution provides that any bill pending at the adjournment of a regular session in an odd-numbered year will carryover to the next regular session with the same status, provided that it passes at least one reading in the house of origin.

RESOLUTIONS

Two types of resolutions--concurrent resolutions and single-house resolutions--are used to express the position of the Legislature or a single house, respectively. Resolutions do not have the force and effect of law. They may request that an agency study a proposal or problem and report back to the Legislature. They may also request action by the President of the United States, Hawaii's congressional delegation, the governor, or officials or agencies of other governmental jurisdictions. Although resolutions may be adopted immediately upon introduction, they are typically referred to an appropriate committee and are treated in a similar manner as bills.

Concurrent Resolutions

Concurrent resolutions require adoption in each house and are used to officially state the position of the Legislature. Sometimes the adoption of a concurrent resolution is required by law. For example, the approval of a leasehold development project (Section 171-60, HRS) and the authorization to lease submerged lands (Section 171-53, HRS) both require adoption of concurrent resolutions.

Concurrent resolutions adopted by one house are transmitted to the other house for consideration. If the measure is amended by the second house, it must be returned to the house of origin for its concurrence. On rare occasions, a concurrent resolution may even be referred to a conference committee.

Single House Resolutions

Single-house resolutions, which only require adoption by a single house, are used to state the position of the House or Senate.

Both concurrent and single-house resolutions may be transmitted to a specific individual, agency, or concerned party upon adoption.

Resolutions do not carry over from one session to the next.

2006 HOUSE INTERNAL LEGISLATIVE TIMETABLE

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UNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 NEW YEAR'S DAY OBSERVED	3	4	5	6	7
8	9	10	11 PRE-FILING OF BILLS BEGIN	12	13	14
15	16 MARTIN LUTHER KING, JR. DAY	17	18 OPENING DAY	19	20 NON-ADMIN BILL PACKAGE CUT OFF	21
22	23 STATE-OF-THE-STATE ADDRESS & ADMIN BILL PACKAGE CUTOFF	24 RECESS #1	25 BILL INTRO CUTOFF	26 RECESS #2	27	28
29	30	31 GRANTS / SUBSIDIES CUTOFF				

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UNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 FIRST LATERAL (BILLS)	18
19	20 PRESIDENT'S DAY	21	22	23	24 MANDATORY FIVE-DAY RECESS	25
26	27 MANDATORY FIVE-DAY RECESS	28	29	30	31	

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UNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 MANDATORY FIVE-DAY RECESS	2	3 FIRST DECKING	4
5	6 RECESS #3	7	8 RECESS #4	9 FIRST CROSSOVER (BILLS)	10	11
12	13	14	15 SUBSTANTIVE RESO CUTOFF	16	17	18
19	20	21 BUDGET DECKING	22	23 BUDGET CROSSOVER	24 SECOND LATERAL	25
26	27 KUHIO DAY OBSERVED	28	29 RECESS #5	30	31	

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UNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 FIRST LATERAL (CONC. RESOS) LAST DAY FOR FLOOR PRESENTATIONS	5	6	7 SECOND DECKING	8
9	10 RECESS #6	11	12 RECESS #7	13 SECOND CROSSOVER (BILLS) & DISAGREE & FIRST CROSSOVER (CONC. RESOS)	14 GOOD FRIDAY	15
16	17	18	19	20	21 CONSTITUTIONAL AMENDMENT	22
23	24 SECOND CROSSOVER (CONC. RESOS)	25	26	27 FINAL DECKING (NON-FISCAL BILLS)	28 FINAL DECKING (FISCAL BILLS)	29
30						

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UNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 RECESS #8	2	3 RECESS #9	4 ADJOURNMENT SINE DIE	5	6

2006 HOUSE INTERNAL LEGISLATIVE TIMETABLE

(underlined dates are internal to the House)

DATE	LEG. DAY	DEADLINE
Jan 11 th (Wed)		<u>Pre-filing of bills begin.</u>
Jan. 18 th (Wed)	1 st	Opening Day.
Jan 20 th (Fri)	3 rd	Last day to introduce all packages of bills except for the administration's (State Executive Branch).
Jan 23 rd (Mon)	4 th	State-of-the-State Address. Last day to introduce the administration's package of bills (State Executive Branch).
Jan. 24 th (Tue)		One-day recess.
Jan. 25 th (Wed)	5 th	Last day for bill introductions.
Jan. 26 th (Thur)		One-day recess.
Jan. 31 st (Tue)	8 th	Last day for organizations to submit grant and subsidy requests to the Legislature.
<u>Feb. 17th (Fri)</u>	<u>21st</u>	<u>First Lateral. All bills to final committee in the originating body.</u>
Feb. 23 rd (Thur) Through March 1 st (Wed)		Mandatory 5-day recess.
Mar. 3 rd (Fri)	25 th	Filing deadline for First Decking. Last day to deck non-budget bills for Third Reading in the originating body.
March 6 th (Mon)		One-day recess.
March 8 th (Wed)		One-day recess.
March 9 th (Thur)	27 th	First Crossover. Last day for Third Reading of bills in the originating body.
March 15 th (Wed)	31 st	Last day to introduce substantive resolutions.
March 21 st (Tue)	35 th	Filing deadline for budget bills.
March 23 rd (Thur)	37 th	Last day for Third Reading of budget bills in the originating body.
<u>March 24th (Fri)</u>	<u>38th</u>	<u>Second Lateral. All bills to final committee in the non-originating body.</u>
March 29 th (Wed)		One-day recess.
<u>April 4th (Tue)</u>	<u>43rd</u>	<u>First Lateral for concurrent resolutions. All concurrent resolutions to final committee in the originating body.</u> <u>Last day for floor presentations.</u>
April 7 th (Fri)	46 th	Filing deadline for Second Decking. Last day to deck bills that were amended by the receiving (non-originating) body.
April 10 th (Mon)		One-day recess.
April 12 th (Wed)		One-day recess.
April 13 th (Thur)	48 th	Second Crossover. Last day for Third Reading of bills that were amended by the receiving (non-originating) body. Disagree. Last day to disagree with the other body's drafts of bills. First Crossover for concurrent resolutions. Last day to pass concurrent resolutions to the non-originating body.
April 21 st (Fri)	53 rd	Deadline for final form of constitutional amendments.
April 24 th (Mon)	54 th	Second Crossover for concurrent resolutions. Last day to pass concurrent resolutions that were amended by the receiving (non-originating) body.
April 27 th (Thur)	57 th	Last day to file non-fiscal bills to deck for Final Reading.
April 28 th (Fri)	58 th	Last day to file fiscal bills to deck for Final Reading.
May 1 st (Mon)		One-day recess.
May 3 rd (Wed)		One day recess.
May 4 th (Thur)	60 th	Adjournment Sine Die.

2006 SENATE INTERNAL LEGISLATIVE TIMETABLE

JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 NEW YEAR'S DAY	2 NEW YEAR'S DAY OBSERVED	3	4	5	6	7
8	9	10	11 PREFILING BEGINS	12	13	14
15	16 MARTIN LUTHER KING, JR. DAY	17	18 OPENING DAY	19	20 NON-ADMIN BILL PACKAGE CUTOFF	21
22	23 STATE-OF-THE-STATE ADDRESS ADMIN. BILL PACKAGE CUTOFF	24 RECESS #1	25 BILL INTRO CUTOFF	26 RECESS #2	27	28
29	30	31 GRANTS/SUBSIDIES CUTOFF				

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 DEADLINE TO FILE SECOND READING BILLS	17 FIRST LATERAL	18
19	20 PRESIDENTS' DAY	21	22	23	24 MANDATORY FIVE-DAY RECESS	25
26	27	28 MANDATORY FIVE-DAY RECESS				

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 MANDATORY FIVE-DAY RECESS	2 DEADLINE TO FILE SECOND READING BILLS	3 FIRST DECKING	4
5	6 RECESS #3	7	8 RECESS #4	9 1 ST CROSSOVER (BILLS)	10	11
12	13	14	15 SUBSTANTIVE RESO CUTOFF	16	17	18
19	20	21 BUDGET DECKING	22	23 BUDGET CROSSOVER DEADLINE TO FILE SECOND READING BILLS	24 SECOND LATERAL	25
26	27 KUNO DAY OBSERVED	28	29 RECESS #5	30	31	

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 DEADLINE TO FILE SECOND READING BILLS	7 SECOND DECKING	8
9	10 RECESS #6	11	12 RECESS #7	13 2 ND CROSSOVER (BILLS) & DISAGREE / 1 ST CROSSOVER (CONC. RESO)	14 GOOD FRIDAY	15
16	17	18	19	20	21 CONSTITUTIONAL AMENDMENT	22
23	24 2 ND CROSSOVER (CONC. RESO)	25	26	27 FINAL DECKING (NON-FISCAL BILLS)	28 FINAL DECKING (FISCAL BILLS)	29
30						

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 RECESS #8	2	3 RECESS #9	4 ADJOURNMENT SINE DIE	5	6

2006 SENATE INTERNAL LEGISLATIVE TIMETABLE

DATE	LEG. DAY	DEADLINE
Jan. 18 th (Wed)	1 st	Opening Day.
Jan. 20 th (Fri)	3 rd	Last day to introduce all packages of bills except for the administration's (State Executive Branch).
Jan. 23 rd (Mon)	4 th	State-of-the-State Address.
		Last day to introduce the administration's package of bills (State Executive Branch).
Jan. 24 th (Tue)		One-day recess.
Jan. 25 th (Wed)	5 th	Last day for bill introductions.
Jan. 26 th (Thur)		One-day recess
Jan. 31 st (Tue)	8 th	Last day for organizations to submit grant and subsidy requests to the Legislature.
Feb. 16 th (Thur)	20 th	Deadline for filing bills for Second Reading.
Feb. 17 th (Fri)	21 st	First Lateral.
Feb. 23 rd (Thur) Through March 1 st (Wed)		Mandatory 5-day recess.
March 2 nd (Thur)	24 th	Deadline for filing bills for Second Reading.
March 3 rd (Fri)	25 th	Filing deadline for First Decking. Last day to deck non-budget bills for Third Reading in the originating body.
March 6 th (Mon)		One-day recess.
March 8 th (Wed)		One-day recess.
March 9 th (Thur)	27 th	First Crossover. Last day for Third Reading of bills in the originating body.
March 15 th (Wed)	31 st	Last day to introduce substantive resolutions.
March 21 st (Tue)	35 th	Filing deadline for budget bills.
March 23 rd (Thur)	37 th	Last day for Third Reading of budget bills in the originating house. Deadline for filing bills for Second Reading.
March 24 th (Fri)	38 th	Second Lateral.
March 29 th (Wed)		One-day recess.
April 6 th (Thur)	45 th	Deadline for filing bills for Second Reading.
April 7 th (Fri)	46 th	Filing deadline for Second Decking. Last day to deck bills that were amended by the receiving (non-originating) body.
April 10 th (Mon)		One-day recess.
April 12 th (Wed)		One-day recess.
April 13 th (Thur)	48 th	Second Crossover. Last day for Third Reading of bills that were amended by the receiving (non-originating) body.
		Disagree. Last day to disagree with the other body's drafts of bills.
		First Crossover for concurrent resolutions. Last day to pass concurrent resolutions to the non-originating body.
April 21 st (Fri)	53 rd	Deadline for final form of constitutional amendments.
April 24 th (Mon)	54 th	Second Crossover for concurrent resolutions. Last day to pass concurrent resolutions that were amended by the receiving (non-originating) body.
April 27 th (Thur)	57 th	Last day to file non-fiscal bills to deck for Final Reading.
April 28 th (Fri)	58 th	Last day to file fiscal bills to deck for Final Reading.
May 1 st (Mon)		One-day recess.
May 3 rd (Wed)		One day recess.
May 4 th (Thur)	60 th	Adjournment Sine Die.

LEGISLATIVE PROCESS

The legislative timetable determines the pace of the legislative session. It sets forth a series of hurdles or deadlines that all measures must meet. The rules of this game are firm: a measure is "dead" if it fails to meet the deadlines established by the legislative timetable.

The legislative timetable must be jointly approved by the Speaker of the House and the President of the Senate. This is the official calendar of the Legislature. Because the timetable specifies various deadlines in chronological order, the timetable may be somewhat confusing at first glance. However, if you keep in mind that the timetable represents the cumulative deadlines for various types of measures, from budget bills to substantive resolutions, then the timetable will be easier to understand. The categories of major deadlines in the legislative timetable include the following:

- Deadlines set by the Hawaii State Constitution; and
- Deadlines set by agreement between the House and the Senate.

Visualizing the legislative timetable as consisting of these different types of deadlines may help you to understand the legislative process and to prepare for legislative deadlines.

Keep in mind that these are only deadlines. In actuality, bills can go through the legislative process quickly. For example, for legislative session staffers to be paid on a timely basis, the bill providing for legislative expenditures must be approved by the Legislature and signed into law during the beginning weeks of session.

The following section discusses in greater detail each of the deadlines that could be included in the legislative timetable.

OPENING DAY

This day marks the official commencement of a new legislative session. Article III, section 10, of the Constitution of the State of Hawaii states, "The legislature shall convene annually in regular session at 10:00 a.m. on the third Wednesday in January."

BILL CUTOFF: LAST DAY TO INTRODUCE BILLS

During the 1984 General Election, voters approved a proposal to delete a constitutional requirement mandating the cutoff date for bill introduction to be after the 19th day of the session. As a result, the Legislature now has the flexibility to establish the deadline for introducing bills.

Both houses of the Legislature may set additional deadlines before Bill Cutoff that affect the introduction of bills, such as a deadline after which the number of bills each legislator may introduce per day is limited.

FIRST LATERAL: LAST DAY TO MOVE BILLS TO A FINAL COMMITTEE

Most bills are referred to more than one committee. If the lead referral committee decides to move a measure out of committee, then the measure must go to the next referral committee for further consideration. To ensure that all referral committees have time to review the bill, a "lateral" deadline is established ("lateral" because the bills move "sideways"--from one committee to another within each house--rather than "forward" from the House to the Senate or vice versa). Bills with more than one referral must move to the final committee by this date to remain alive.

There are two lateral deadlines for each house during session. First Lateral refers to the deadline by which all bills with more than one referral in the house of origin must move to their final referral committees. Second Lateral refers to the deadline by which all bills that have crossed over from one house to the other and have been given more than one referral must move to their final referral committees in their respective houses.

Not all standing committees serve as final referral committees. Traditionally, the House Committees on Finance; Judiciary; and Consumer Protection and Commerce; and the Senate Committees on Ways and Means; Judiciary and Hawaiian Affairs; and Commerce, Consumer Protection and Housing have served as final referral committees. The remaining standing committees usually receive first or second referral assignments.

MANDATORY FIVE-DAY RECESS

The mandatory recess runs for five consecutive days and is intended to encourage the public to review all of the bills introduced during the session. It provides legislators an opportunity to schedule public meetings in their districts to brief their constituents on the major issues facing the Legislature. No formal floor action takes place during this recess.

In addition to the Mandatory Recess, the Legislature may schedule additional recess days anywhere in the legislative timetable.

FIRST DECKING: LAST DAY TO DECK BILLS FOR THIRD READING IN THE ORIGINAL HOUSE

Decking refers to the time when a bill in the final form in which it is intended to be passed is made available to members of the Legislature (i.e. "Decking"--placed on the deck) for 48 hours prior to being voted on for passage. Any bill not submitted in its final form by the decking deadline no longer can be considered for passage during the session.

However, bills introduced during the session of an odd-numbered biennium year (e.g. the 2005 session) that fail to meet this deadline can be considered again during the session of an even-numbered biennium year (e.g. the 2006 session). That means all bills introduced in the 2005 session that do not become law can still be considered in the 2006 session.

FIRST CROSSOVER: LAST DAY FOR THIRD READING OF BILLS IN THE ORIGINATING HOUSE

This is the deadline for bills to pass Third Reading and then move (or "cross over") to the other house for consideration. For this reason, this is called the crossover deadline. First Crossover is the last day for a final vote to be taken in the house of origin before passing a bill on to the second house. Second Crossover is the last day for a final vote in the second house before sending a bill back to its house of origin. Remember, bills can cross over before this deadline.

SECOND LATERAL

All Senate bills with House referrals, and all House bills with Senate referrals, must move to their final referral committees by second lateral to remain alive.

SECOND DECKING: LAST DAY TO DECK BILLS AMENDED BY THE RECEIVING (NON-ORIGINATING) BODY

Because we have a bicameral system, if one house amends a measure, the other house must have the opportunity to agree or disagree with the amendments made by the first house. The convening of a House-Senate conference committee is used to resolve differences if there is formal disagreement. To provide sufficient time for the house that drafted the bill to consider the other body's amendments and, if necessary, to convene a conference committee, this deadline is set to deck all bills that were amended by the non-originating (or receiving) house.

SECOND CROSSOVER: LAST DAY FOR THIRD READING OF BILLS AMENDED BY THE RECEIVING (NON-ORIGINATING) BODY

Second Crossover is the deadline by which all bills amended by the non-originating body are returned to the chamber from which they originated. Forty-eight hours must have elapsed from the time these bills were decked. The only bills that need not comply with this deadline are bills that will not be amended by the non-originating body because they need not return to the originating body.

DISAGREE: LAST DAY TO DISAGREE WITH THE OTHER CHAMBER'S DRAFTS OF BILLS

Either house can agree or disagree to the amendments made to its bill by the other body. If either house chooses to disagree, it must do so by this deadline.

CROSSOVER: LAST DAY TO PASS CONCURRENT RESOLUTIONS TO THE NON-ORIGINATING BODY

For concurrent resolutions to remain alive, they must be adopted in their originating houses by this deadline. If adopted, these concurrent resolutions then cross over to the other house for further consideration.

FINAL DECKING: LAST DAY TO DECK BILLS FOR FINAL READING

The Final Decking deadline applies to bills amended by the non-originating body and whose differences have been resolved either by a conference committee or reconsideration by the originating body.

ADJOURNMENT SINE DIE

This is the last day for votes to be taken on bills up for Final Reading and on resolutions up for adoption. It is the last day of session.

SUMMARY

This overview of the legislative timetable gives you a general idea of when you can expect the workload of the Legislature to escalate. Actual work schedules will depend on your individual interests and responsibilities as a spectator or lobbyist. Therefore, use the information contained in this section only as a general guide to predict the Legislature's workload over the course of the session.

COMMITTEE TESTIMONY

Information may be easily obtained from the Hawaii State Legislature website: www.capitol.hawaii.gov. Find out which committees your bills have been referred to by checking this website or by contacting your district representative's or senator's office, the Chief Clerk's Office of either the House (Ph: 586-6400/Fax: 586-6401) or the Senate (Ph: 586-6720/Fax: 586-6719).

To get on a committee mailing list to receive copies of agendas, public hearing notices, and informational briefing notices, inform the appropriate committee chair of your interest. The most timely and cost-effective method, however, is to be placed on an automatic e-mail list through the Hawaii State Legislature website listed above.

You may have an opportunity to influence the decision of a committee chair to consider a bill and to schedule the bill for a public hearing by contacting the committee chair or committee clerk as soon as the bill has been referred to the committee. At this time, you should provide the committee chair or committee clerk with background information on the bill and answer any questions that they may have. You may also want to send a letter to the committee chair to raise your concerns about the bill or express your support or opposition to the bill, either as an individual or on behalf of your group or organization.

For the most part, committee chairs control their committee's agenda and schedule the bills that they feel should move through the legislative process. However, you may want to consider communicating your views to the individual members of each committee who may then voice your concerns to the committee chair.

If your bill is scheduled for a public hearing, keep these guidelines in mind:

- When submitting testimony on a bill, the committee may require you to present a minimum number of copies of written testimony to be inserted into individual committee folders for distribution to committee members and staff. Written testimony should be submitted to the appropriate office at least 24 hours prior to the hearing.
- If you are unable to prepare and submit written testimony in time for a hearing, some committee chairs may allow the presentation of oral comments at the public hearing. However, you should be prepared to submit written testimony summarizing your oral comments as soon as possible after the public hearing.
- Generally, each committee chair follows the order of the bills listed on the agenda.
- As a courtesy to departmental and other government officials who must testify before a number of committees each day, most committee chairs allow government representatives to present their testimony before the general public presents its testimony.

Prepare your oral testimony in advance and be brief unless asked to elaborate. Do not read your written testimony. If you are asked to summarize your oral testimony, comply with the committee chair's request. There may be a large number of bills scheduled and many testifiers.

- Be specific and to the point regarding the bill on which you are testifying.
- Be prepared to answer questions from committee members about your testimony or your position on the bill. If you don't know the answer to the question, just say so. You can always get the information to the committee later.

WRITTEN TESTIMONY OUTLINE

CHAIR OF THE HOUSE OR SENATE COMMITTEE
NAME OF THE HOUSE OR SENATE COMMITTEE

Your name
The group or organization that you represent (if any)
A contact number or address

Day and Date of Hearing

Your position on the measure and
the bill or resolution number, and draft number (if any)

Introduction:

- (1) Introduce who you are and/or the group or organization that you represent;
- (2) State the measure you are testifying on; and
- (3) State your position on the measure (e.g., "*I am testifying in favor of/in support of*" or "*I am testifying against/in opposition to*")

Content:

State or list the reasons for taking your position, starting with the most important or compelling reasons. Include any facts, figures, statements, and experiences to support your position.

Closing:

- (1) Include any closing remarks; and
- (2) Reiterate your position on the measure (especially if you did not state your position previously within the testimony).

SAMPLE WRITTEN TESTIMONY

Representative Dwight Y. Takamine, Chair
Representative Noboru Yonamine, Vice-chair
Committee on Labor and Public Employment

Hawaii Health Mothers, Healthy Babies Coalition

Tuesday, March 19, 1991

Support of SB 818 S.D. 1, Relating to Family Leave

The Hawaii Healthy Mothers, Healthy Babies Coalition is part of a national cooperative group of private and non-profit organizations and individuals committed to improving maternal and infant health in the State of Hawaii through educational and advocacy efforts. We strongly support SB 818 S.D. 1, Relating to Family Leave, which would give employees working for employers of fifty or more employees, the right to 3 months of unpaid parental leave for the birth or adoption of a son or daughter of the employee.

People should not be forced to choose between work and family. We have a situation in the U.S. of supporting children and family in our popular culture, but not fully supporting them in our social policies. Compared to other industrialized nations, the U.S. ranks poorly in several key indicators of children's and families' quality of life. We need to develop social and working policies that adequately support new lives, and the mental and physical health of families.

Even though a number of businesses are beginning to provide parental leave options, this act would broaden this protection to more of Hawaii's workforce. Some will argue that such a policy need not be mandated. Child labor laws had to be mandated, and we are all glad they were. Our society decided that in some cases the family needed legal protection. Unpaid parental leave is a modest but vital step toward recognizing the relationship between job security and family security.

In expanding the options for Hawaii's labor force, we are creating a health-promoting atmosphere and a foundation for future generations of healthy people and healthy families. We urge the committee to pass SB 818 S.D. 1. Thank you for this opportunity to testify.

LEADERSHIP AND STANDING COMMITTEES

LEADERSHIP

Major officers of the House and Senate are selected by their fellow members following the November elections. The presiding officer for the House is the Speaker of the House, who is addressed as "Mr. Speaker" or "Madam Speaker." The presiding officer for the Senate is the Senate President, who is addressed as "Mr. President" or "Madam President."

The presiding officers of each house conduct floor sessions in their respective chambers and exercise control over their house's operations, facilities, and property, including the appointment of the various subject matter committee chairs and conference committee members and the scheduling of the legislative timetable in cooperation with the other house. In addition, the presiding officers represent their respective houses in dealing with the public and other agencies. In the absence of the Speaker or President, the Vice Speaker or the Vice President assumes all the duties and responsibilities of the Speaker or the President, respectively.

Both houses are also organized along partisan lines into a Majority Caucus and Minority Caucus, composed of all majority party and minority party representatives, respectively. Each caucus elects its own official leaders.

STANDING COMMITTEES

The subject matter standing committees of the Legislature initiate inquiries and ascertain facts in preparation of the enactment of laws. This is done through public hearings, receipt of data, review of reports and studies, staff research and investigation, and other activities. The standing committees vary in size, number, and subject area.

Standing committees are the main working committees of the Legislature as distinguished from interim committees, ad hoc committees, special committees, and other committees deemed necessary by the Speaker or the President.

The scope of a standing committee's jurisdiction is set by the organizational rules of each house. In addition, a committee may review budget requests, financial plans and programs, and other pertinent matters relating to the committee's subject matter jurisdiction.

Meetings of the committee are called by the committee chair, who prepares the agenda and presides at each meeting. The committee chair is also responsible for preparing files for committee members and the leadership of that house, keeping a record of documents and information presented to the committee, and drafting the reports of the committee's findings and recommendations.

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COMMITTEE BRACKET SYSTEM OF THE HOUSE AND SENATE

House and Senate committees encompassing related subject areas generally have similar memberships and are grouped under broad program areas. This committee organization, known as the "bracket system," enables committee members to consider related bills, programs, and budgetary issues that may be raised in any of the program area committees. The bracket system also facilitates the joint referral and hearing of bills and allows chairs in the same bracket to exchange meeting times to accommodate their respective workloads as the need arises.

For example, during the 2005 and 2006 legislative sessions, the House of Representatives has 19 standing committees and the Senate has 15 standing committees. Under this system, each representative or senator sits on several standing committees. The House and Senate bracket systems were implemented to avoid overlapping meeting schedules so that all members will have a greater opportunity to participate in their committees' activities.

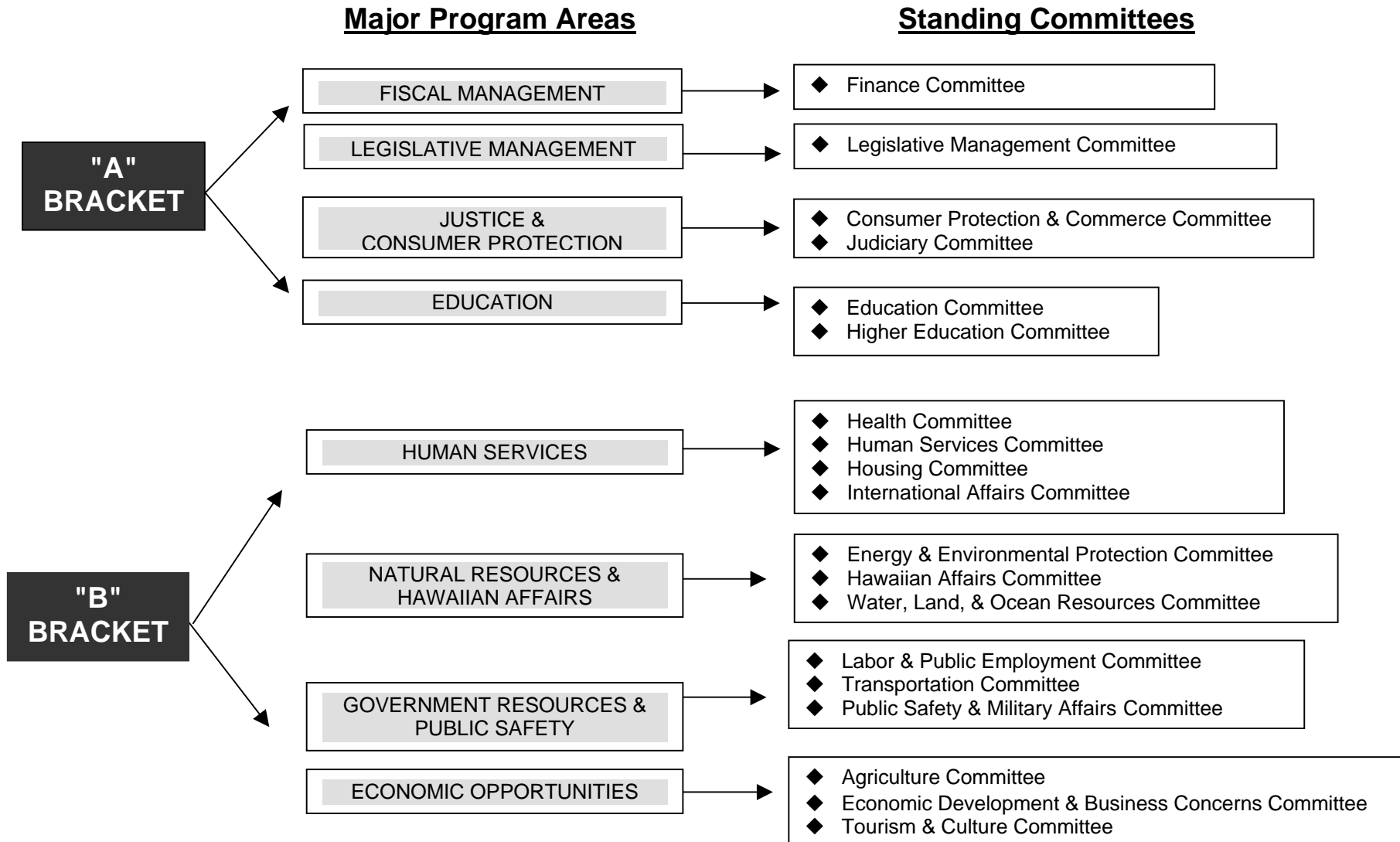
The House committee bracket system operates as follows:

- All committees are organized either under the "A" or "B" bracket. Meetings and public hearings for all committees in the "A" bracket are held in the afternoons and evenings, while "B" bracket committees meet in the mornings.
- Standing committees within each bracket are grouped under major program areas, such as "Economic Opportunities" or "Justice & Consumer Protection," each consisting of two to four committees. For example, the Economic Opportunities program area consists of the committees on Agriculture; Economic Development & Business Concerns; and Tourism & Culture.
- In some cases, committees within the same program area have similar memberships, allowing a representative to serve on a number of different though related committees without conflicting time and meeting schedules. This is possible because most representatives are assigned to one program area in the "A" bracket to fill their afternoon and evening schedules, and one program area in the "B" bracket to fill their morning schedules.

The Senate committees are organized under the "A," "B," or "C" bracket system. Meetings and public hearings for all committees in the "A" bracket are usually held in the mornings, Monday through Friday, and may extend into the afternoons, if additional meetings are necessary. Senate "B" bracket standing committees usually meet in the afternoons, Monday, Wednesday, and Friday. The Senate "C" bracket standing committees usually meet in the afternoons, Tuesday and Thursday, and Saturday, if necessary.

For the Twenty-third Legislature (2005 and 2006 legislative sessions), the committee organizations of the House of Representatives and the Senate are as follows:

HOUSE STANDING COMMITTEE BRACKET SYSTEM



HOUSE "A" BRACKET STANDING COMMITTEES AND MEMBERS

FISCAL MANAGEMENT		EDUCATION		JUSTICE & CONSUMER PROTECTION	
Finance Committee (FIN)		Education Committee (EDN)		Judiciary Committee (JUD)	
1. Dwight Y. Takamine, Chair	15. Colleen Rose Meyer	1. Roy M. Takumi, Chair	12. Corinne W.L. Ching	1. Sylvia Luke, Chair	9. Barbara C. Marumoto
2. Bertha C. Kawakami, Vice-Chair	16. Mark S. Moses	2. Lyla B. Berg, Ph.D Vice-Chair	13. Lynn Finnegan	2. Blake K. Oshiro, Vice-Chair	10. Cynthia Thielen
3. Mele Carroll	17. Kymberly N. Pine	3. Dennis A. Arakaki	Conference Room 309	3. Kirk Caldwell	Conference Rm 325
4. Pono Chong	18. Anne V. Stevens	4. Rida T.R. Cabanilla		4. Ezra R. Kanoho	
5. Cindy Evans	Conference Rm 308	5. Jerry L. Chang		5. Jon Riki Karamatsu	
6. Marilyn B. Lee		6. Josh Green, M.D.		6. Hermina M. Morita	
7. Michael Y. Magaoay		7. Heléne H. Hale		7. Alex M. Sonson	
8. Bob Nakasone		8. Beverly Harbin		8. Joseph M. Souki	
9. Scott Y. Nishimoto		9. Michael Puamamo Kahikina			
10. Kameo Tanaka		10. Maile S.L. Shimabukuro			
11. Clift Tsuji		11. Tommy Waters			
12. Glenn Wakai					
13. Ryan I. Yamane					
14. Kyle T. Yamashita					
Legislative Management Committee (LMG)		Higher Education Committee (HED)		Consumer Protection & Commerce Committee (CPC)	
1. Michael Y. Magaoay, Chair	5. Chris Halford	1. Tommy Waters, Chair	11. Corinne W.L. Ching	1. Robert N. Herkes, Chair	10. Barbara C. Marumoto
2. Ryan I. Yamane, Vice-Chair	Conference Rm 423	2. Maile S.L. Shimabukuro, Vice-Chair	12. Lynn Finnegan	2. Brian Schatz, Vice-Chair	11. Bud Stonebraker
3. Blake K. Oshiro		3. Dennis A. Arakaki	Conference Rm 309	3. Kirk Caldwell	Conference Rm 325
4. K. Mark Takai		4. Lyla B. Berg, Ph.D		4. Ken Ito	
		5. Rida T.R. Cabanilla		5. Ezra R. Kanoho	
		6. Jerry L. Chang		6. Jon Riki Karamatsu	
		7. Josh Green, M.D.		7. Hermina M. Morita	
		8. Heléne H. Hale		8. Alex M. Sonson	
		9. Beverly Harbin		9. Joseph M. Souki	
		10. Roy M. Takumi			

HOUSE "B" BRACKET STANDING COMMITTEES AND MEMBERS

HUMAN SERVICES	NATURAL RESOURCES & HAWAIIAN AFFAIRS	ECONOMIC OPPORTUNITIES	GOVERNMENT RESOURCES & PUBLIC SAFETY
Health Committee (HLT) 1. Dennis A. Arakaki, Chair 2. Josh Green, M.D. Vice-Chair 3. Rida T.R. Cabanilla 4. Hélène H. Hale 5. Scott Y. Nishimoto 6. Alex M. Sonson 7. Chris Halford Conference Rm 329	Energy & Environmental Protection Committee (EEP) 1. Hermina M. Morita, Chair 2. Cindy Evans, Vice-Chair 3. Lyla B. Berg, Ph.D 4. Mele Carroll 5. Beverly Harbin 6. Ezra R. Kanoho 7. Brian Schatz 8. Tommy Waters 9. Kymberly Pine 10. Cynthia Thielen Conference Rm 312	Agriculture Committee (AGR) 1. Felipe P. Abinsay, Jr., Chair 2. Clift Tsuji, Vice-Chair 3. Jerry L. Chang 4. Robert N. Herkes 5. Jon Riki Karamatsu 6. Michael Y. Magaoay 7. Glenn Wakai 8. Kyle T. Yamashita 9. Chris Halford 10. Bud Stonebraker Conference Rm 325	Labor & Public Employment Committee (LAB) 1. Kirk Caldwell, Chair 2. Bob Nakasone, Vice-Chair 3. Pono Chong 4. Ken Ito 5. Marcus R. Oshiro 6. Maile S.L. Shimabukuro 7. Joseph M. Souki 8. Colleen Rose Meyer 9. Anne V. Stevens Conference Rm 309
Human Services Committee (HUS) 1. Alex M. Sonson, Chair 2. Rida T. R. Cabanilla, Vice-Chair 3. Dennis A. Arakaki 4. Josh Green, M.D. 5. Hélène H. Hale 6. Michael Puamamo Kahikina 7. Bertha C. Kawakami 8. Chris Halford 9. Bud Stonebraker Conference Rm 329	Water, Land, & Ocean Resources Committee (WLO) 1. Ezra R. Kanoho, Chair 2. Brian Schatz, Vice-Chair 3. Lyla B. Berg, Ph.D 4. Mele Carroll 5. Cindy Evans 6. Beverly Harbin 7. Hermina M. Morita 8. Tommy Waters 9. Colleen Rose Meyer 10. Cynthia Thielen Conference Rm 312	Economic Development & Business Concerns Committee (EDB) 1. Jon Riki Karamatsu, Chair 2. Glenn Wakai, Vice-Chair 3. Felipe P. Abinsay, Jr. 4. Jerry L. Chang 5. Robert N. Herkes 6. Michael Y. Magaoay 7. Clift Tsuji 8. Kyle T. Yamashita 9. Corinne W. L. Ching 10. Barbara C. Marumoto Conference Rm 325	Public Safety & Military Affairs Committee (PSM) 1. Ken Ito, Chair 2. Pono Chong, Vice-Chair 3. Marilyn B. Lee 4. Bob Nakasone 5. Maile S. L. Shimabukuro 6. Joseph M. Souki 7. Kameo Tanaka 8. Ryan I. Yamane 9. Mark Moses 10. Bud Stonebraker Conference Rm 309
International Affairs Committee (INT) 1. Hélène H. Hale, Chair 2. Rida T.R. Cabanilla, Vice-Chair 3. Dennis A. Arakaki 4. Josh Green, M.D. 5. Alex M. Sonson 6. Cynthia Thielen Conference Rm 329	Hawaiian Affairs Committee (HAW) 1. Scott K. Saiki, Chair 2. Mele Carroll, Vice-Chair 3. Lyla B. Berg, Ph.D 4. Cindy Evans 5. Beverly Harbin 6. Ezra R. Kanoho 7. Hermina M. Morita 8. Brian Schatz 9. Tommy Waters 10. Lynn Finnegan 10. Colleen Rose Meyer Conference Rm 312	Tourism & Culture Committee (TAC) 1. Jerry L. Chang, Chair 2. Kyle T. Yamashita, Vice-Chair 3. Felipe P. Abinsay, Jr. 4. Jon Riki Karamatsu 5. Michael Y. Magaoay 6. Clift Tsuji 7. Glenn Wakai 8. Corinne W.L. Ching 9. Barbara C. Marumoto Conference Rm 325	Transportation Committee (TRN) 1. Joseph M. Souki, Chair 2. Marilyn B. Lee, Vice-Chair 3. Kirk Caldwell 4. Pono Chong 5. Ken Ito 6. Bob Nakasone 7. Maile S.L. Shimabukuro 8. Kameo Tanaka 9. Ryan I. Yamane 10. Mark S. Moses 11. Anne V. Stevens Conference Rm 309
Housing Committee (HSG) 1. Michael Puamamo Kahikina, Chair 2. Scott Y. Nishimoto, Vice-Chair 3. Dennis A. Arakaki 4. Josh Green, M.D. 5. Hélène H. Hale 6. Bertha C. Kawakami 7. Alex M. Sonson 8. Chris Halford 9. Kymberly Pine Conference Rm 329			

SENATE STANDING COMMITTEE BRACKET SYSTEM

Brackets

Standing Committees

"A" Bracket →

- ◆ Commerce, Consumer Protection, and Housing Committee
- ◆ Judiciary and Hawaiian Affairs Committee
- ◆ Ways and Means Committee

"B" Bracket →

- ◆ Business and Economic Development Committee
- ◆ Education and Military Affairs Committee
- ◆ Health Committee
- ◆ Labor Committee
- ◆ Transportation and Government Operations Committee
- ◆ Water, Land, and Agriculture Committee

"C" Bracket →

- ◆ Energy, Environment, and International Affairs Committee
- ◆ Higher Education Committee
- ◆ Human Services Committee
- ◆ Intergovernmental Affairs Committee
- ◆ Media, Arts, Science, and Technology Committee
- ◆ Tourism Committee

SENATE STANDING COMMITTEES AND MEMBERS

Business and Economic Development (BED)

1. Will Espero, Chair
2. Carol Fukunaga, Vice-Chair
3. David Y. Ige
4. Ron Menor
5. Norman Sakamoto
6. Gordon Trimble

Conference rm. 414

Commerce, Consumer Protection and Housing (CPH)

1. Ron Menor, Chair
2. Rosalyn H. Baker, Vice-Chair
3. Will Espero
4. David Y. Ige
5. Norman Sakamoto
6. Bob Hogue

Conference rm. 016

Education and Military Affairs (EDM)

1. Norman Sakamoto, Chair
2. Gary L. Hooser, Vice-Chair
3. Suzanne Chun Oakland
4. Clarence K. Nishihara
5. Shan S. Tsutsui
6. Bob Hogue

Conference rm. 225

Energy, Environment and International Affairs (EIA)

1. J. Kalani English, Chair
2. Russell S. Kokubun, Vice-Chair
3. Colleen Hanabusa
4. Gary L. Hooser
5. Fred Hemmings

Conference rm. 224

Health (HTH)

1. Rosalyn H. Baker, Chair
2. Suzanne Chun Oakland, Vice-Chair
3. Colleen Hanabusa
4. Shan S. Tsutsui
5. Paul Whalen

Conference rm. 016

Higher Education (HRE)

1. Clayton Hee, Chair
2. Lorraine R. Inouye, Vice-Chair
3. Rosalyn H. Baker
4. Suzanne Chun Oakland
5. Norman Sakamoto
6. Gordon Trimble

Conference rm. 212

Human Services (HMS)

1. Suzanne Chun Oakland, Chair
2. Les Ihara, Jr., Vice-Chair
3. Carol Fukunaga
4. Gary L. Hooser
5. Russell S. Kokubun
6. Gordon Trimble

Conference rm. 016

Intergovernmental Affairs (IGA)

1. David Y. Ige, Chair
2. Donna Mercado Kim, Vice-Chair
3. Rosalyn H. Baker
4. J. Kalani English
5. Lorraine R. Inouye
6. Clarence K. Nishihara
7. Sam Slom

Conference rm. 225

Judiciary and Hawaiian Affairs (JHW)

1. Colleen Hanabusa, Chair
2. Clayton Hee, Vice-Chair
3. Suzanne Chun Oakland
4. J. Kalani English
5. Les Ihara, Jr.
6. Paul Whalen

Conference rm. 229

Labor (LBR)

1. Brian Kanno, Chair
2. Les Ihara, Jr., Vice-Chair
3. Brian T. Taniguchi
4. Sam Slom

Conference rm. 229

Media, Arts, Science and Technology (MAT)

1. Carol Fukunaga, Chair
2. David Y. Ige, Vice-Chair
3. J. Kalani English
4. Les Ihara, Jr.
5. Bob Hogue

Conference rm. 225

Tourism (TSM)

1. Donna Mercado Kim, Chair
2. Clarence K. Nishihara, Vice-Chair
3. Will Espero
4. Clayton Hee
5. Shan S. Tsutsui
6. Sam Slom

Conference rm. 229

Transportation and Government Operations (TGO)

1. Lorraine R. Inouye, Chair
2. Will Espero, Vice-Chair
3. Rosalyn H. Baker
4. Clayton Hee
5. Brian Kanno
6. Ron Menor
7. Paul Whalen

Conference rm. 224

Water, Land and Agriculture (WLA)

1. Russell S. Kokubun, Chair
2. Gary L. Hooser, Vice-Chair
3. J. Kalani English
4. Carol Fukunaga
5. Fred Hemmings

Conference rm. 212

Ways and Means (WAM)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Brian T. Taniguchi, Chair 2. Shan S. Tsutsui, Vice-Chair 3. J. Kalani English 4. Will Espero 5. Carol Fukunaga 6. Gary L. Hooser 7. Lorraine R. Inouye 8. Brian Kanno | <ol style="list-style-type: none"> 9. Donna Mercado Kim 10. Russell S. Kokubun 11. Clarence K. 12. Norman Sakamoto 13. Fred Hemmings 14. Sam Slom 15. Gordon Trimble |
|---|---|

Conference rm. 211

HOUSE COMMITTEE ACRONYMS

AGR	Agriculture
CPC	Consumer Protection & Commerce
EDB	Economic Development & Business Concerns
EDN	Education
EEP	Energy & Environmental Protection
FIN	Finance
HAW	Hawaiian Affairs
HED	Higher Education
HLT	Health
HSG	Housing
HUS	Human Services
INT	International Affairs
JUD	Judiciary
LAB	Labor & Public Employment
LMG	Legislative Management
PSM	Public Safety & Military Affairs
TAC	Tourism & Culture
TRN	Transportation
WLO	Water, Land & Ocean Resources

SENATE COMMITTEE ACRONYMS

BED	Business and Economic Development	JHW	Judiciary and Hawaiian Affairs
CPH	Commerce, Consumer Protection, and Housing	LBR	Labor
EDM	Education and Military Affairs	MAT	Media, Arts, Science, and Technology
EIA	Energy, Environment, and International Affairs	TSM	Tourism
HTH	Health	TGO	Transportation and Government Operations
HRE	Higher Education	WLA	Water, Land, and Agriculture
HMS	Human Services	WAM	Ways and Means
IGA	Intergovernmental Affairs		

**House of Representatives
The Twenty-third Legislature
2006 CONFERENCE ROOM SCHEDULE**

	COMMITTEE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<i>Human Services</i>	HLT Room 329	HLT 8:30-12:00 noon			HLT 8:30-12:00 noon		
	HUS Room 329		HUS 8:30-12:00 noon				HUS 9:00-12:00 noon
	HSG Room 329			HSG 8:30-12:00 noon			
	INT Room 329					INT 8:30-12:00 noon	
<i>Natural Resources & Hawaiian Affairs</i>	EEP Room 312		EEP 8:30-12:00 noon		EEP 8:30-12:00 noon		Open EEP/Joint 9:00-12:00 noon
	HAW Room 312			HAW 8:30-12:00 noon			
	WLO Room 312	WLO 8:30-12:00 noon				WLO 8:30-12:00 noon	
<i>Economic Opportunities</i>	EDB Room 325	EDB 8:30-12:00 noon			EDB 8:30-12:00 noon		
	TAC Room 325		TAC 8:30-12:00 noon			TAC 8:30-12:00 noon	
	AGR Room 325			AGR 8:30-12:00 noon			AGR 9:00-12:00 noon
<i>Government Resources & Public Safety</i>	TRN Room 309	TRN 8:30-12:00 noon		TRN 8:30-12:00 noon			
	LAB Room 309		LAB 8:30-12:00 noon			LAB 8:30-12:00 noon	Open LAB/Joint 9:00-12:00 noon
	PSM Room 309				PSM 8:30-12:00 noon		
<i>Justice & Consumer Protection</i>	JUD Room 325		JUD 2:00-9:00 pm		JUD 2:00-5:00 pm	JUD 2:00-9:00 pm	Open JUD/Joint 1:00-4:00 pm
	CPC Room 325	Open CPC/Joint 2:00-9:00 pm		CPC 2:00-9:00 pm	CPC 7:00-9:00 pm		
<i>Education</i>	EDN Room 309	EDN 2:00-9:00 pm		EDN 2:00-9:00 pm		EDN 2:00-9:00 pm	Open EDN/HED/Joint 1:00-4:00 pm
	HED Room 309		HED 2:00-9:00 pm		HED 2:00-9:00 pm		Open EDN/HED/Joint 1:00-4:00 pm
<i>Fiscal Management</i>	FIN Room 308	Assigned to FIN (All day)					
	LMG Room 423						


MARCUS OSHIRO, Majority Leader

1-12-2006
Date

SENATE COMMITTEE HEARING SCHEDULE
2006 LEGISLATIVE SESSION

BRACKET	COMMITTEE	DAYS	STARTING TIME	CONFERENCE ROOM
A	WAM	M, T, W, Th, F	8:30 a.m.	211
	CPH	M, T, W, Th, F	8:30 a.m.	016
	JHW	M, T, W, Th, F	8:30 a.m.	229
B	EDM	M, W, F	1:15 p.m.	225
	TGO	M, W, F	1:15 p.m.	224
	HTH	M, W, F	2:45 p.m.	016
	BED	M, W, F	2:45 p.m.	414
	LBR	M, W, F	2:45 p.m.	229
	WLA	M, W, F	2:45 p.m.	212
C	TSM	T, Th, S	1:15 p.m.	229
	EIA	T, Th, S	1:15 p.m.	224
	MAT	T, Th, S	1:15 p.m.	225
	HRE	T, Th, S	1:15 p.m.	212
	IGA	T, Th, S	2:45 p.m.	225
	HMS	T, Th, S	2:45 p.m.	016

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HOUSE DIRECTORY

HOUSE LEADERSHIP

SPEAKER Calvin K.Y. Say	MINORITY LEADER Lynn Finnegan
SPEAKER EMERITUS Joseph M. Souki	MINORITY FLOOR LEADER Colleen Rose Meyer
VICE SPEAKER K. Mark Takai	MINORITY POLICY/LEGISLATIVE MANAGEMENT Chris Halford
MAJORITY LEADER Marcus R. Oshiro	ASSISTANT MINORITY LEADER Mark S. Moses
MAJORITY FLOOR LEADER Blake K. Oshiro	ASSISTANT MINORITY FLOOR LEADER Cynthia Thielen
MAJORITY WHIPS Felipe P. Abinsay, Jr. Kirk Caldwell Jerry L. Chang Cindy Evans Robert N. Herkes Ken Ito Jon Riki Karamatsu Bertha C. Kawakami Marilyn B. Lee Michael Y. Magaoay Bob Nakasone Scott Y. Nishimoto Maile S.L. Shimabukuro Alex M. Sonson Glenn Wakai Tommy Waters	PAST MINORITY LEADER Barbara C. Marumoto MINORITY WHIPS Corinne W.L. Ching Kymberly Pine Anne V. Stevens Bud Stonebraker
ASSISTANT MAJORITY FLOOR LEADERS Lyla B. Berg, Ph.D. Rida T.R. Cabanilla Mele Carroll Pono Chong Josh Green, M.D. Beverly Harbin Kameo Tanaka Clift Tsuji Ryan I. Yamane Kyle T. Yamashita	

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Abinsay, Jr., Felipe P.	Room 402.....	586-6010
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Mililani-Mililani Mauka	Fax:.....	586-9466
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District 26 (D)	E-mail: repluke@capitol.hawaii.gov	
Magaoay, Michael Y.	Room 418	586-6380
Kaena Pt.-Schofield-Mokuleia-Waialua-Haleiwa		
Waimea-Pupukea-Sunset-Kahuku	Fax:.....	586-6381
District 46 (D)	E-mail: repmagaoay@capitol.hawaii.gov	
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Waialae Iki-Kalani Valley-Waialae Nui-Diamond Head	Fax:.....	586-6311
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Meyer, Colleen Rose	Room 333	586-8540
Laie-Hauula-Punaluu-Kahana-Kaaawa-Waikane		
Kahaluu-Ahuimanu	Fax:.....	586-8544
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Wailuku-Waihee-Waiehu-Puuohala-Waikapu	Fax:.....	586-9499
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District 1 (D)		
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MAILING ADDRESS:

<p>State House of Representatives <i>(Representative or Agency Name)</i> State Capitol, Room _____ Honolulu, Hawaii 96813</p>
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SENATE DIRECTORY

SENATE LEADERSHIP

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MAILING ADDRESS:

State Senate
(Senator or Agency Name)
State Capitol, Room _____
Honolulu, Hawaii 96813

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LEGISLATIVE RESOURCE & REFERENCE CENTERS

I. GOVERNMENTAL DEPARTMENTS AND AGENCIES

■ GOVERNOR'S OFFICE OF INFORMATION

For information relating to state agencies.

Phone: 586-0221
Hours: 7:45 a.m. - 4:30 p.m.
Monday - Friday
Location: State Capitol, Room 415

■ CITY INFORMATION

For information relating to Honolulu county agencies.

Phone: 523-4385
Web address: www.co.honolulu.hi.us
E-mail address: csd@co.honolulu.gov
Hours: 7:45 a.m. - 4:30 p.m.
Monday - Friday
Location: Department of Customer Services
530 S. King Street, Room 302A

■ FEDERAL INFORMATION CENTER

For information relating to the federal government.

Phone: 1-800-FED-INFO
Web address: www.firstgov.gov
Hours: 8 a.m. – 8 p.m. Eastern Standard Time
Monday - Friday except federal holidays

II. THE LEGISLATIVE REFERENCE BUREAU (LRB) LIBRARY

*Maintains a collection of public documents and publications relating to governmental issues.
Also has a comprehensive newspaper-clipping file.*

Phone: 587-0690
Web address: www.hawaii.gov/lrb
E-mail address: lrb@capitol.hawaii.gov
Hours: Session:
7:45 a.m. - 6:00 p.m., Monday - Friday
8:30 a.m. - Noon Saturday

Interim:
7:45 a.m. - 4:30 p.m., Monday - Friday
Location: State Capitol Basement, Room 005

III. THE PUBLIC ACCESS ROOM, STATE LEGISLATURE

The public access room provides assistance to the public by enhancing their efforts in lobbying state lawmakers. This is the citizens' office in the Legislature, equipped with computer terminals, telephones, copies of legislative documents, reference materials, a fax machine, and a copy machine. Staff are available to assist those who come to Room 401 in the State Capitol, or who call in with questions. Classes are given on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. Workshops can be provided on site for community and citizen groups. All public access room services are free of charge.

Phone: 587-0478
Web address: www.hawaii.gov/lrb/par
E-mail address: par@capitol.hawaii.gov
Hours: Session:
8:00 a.m.- 6:00 p.m., Monday-Friday
8:00 a.m. - 2:00 p.m., Saturdays
and by appointment
Interim:
9:00 a.m. - 5:00 p.m., Monday-Friday
Location: State Capitol, Room 401

IV. THE STATE ARCHIVES

The official depository of all public documents issued by the Hawaii government dating from Territorial days and earlier. Maintains public testimony on measures that received public hearings in the Legislature.

Phone: 586-0329
Web address: www.hawaii.gov/dags/divisions/archives_division
E-mail address: archives@hawaii.gov
Hours: 9:00 a.m. - 4:00 p.m.,
Monday-Friday
Location: Kekauluohi (Archives) Building on the Iolani Palace grounds

V. THE STATE SUPREME COURT LAW LIBRARY

The library has information on Hawaii law, and statutes and case law of other states and the federal government.

Phone: 539-4964/4976
Web address: www.courts.state.hi.us
E-mail address: lawlibrary@courts.state.hi.us
Hours: 7:45 a.m. - 4:15 p.m., Monday-Friday
Location: Ali'iolani Hale
417 S. King Street, Room 115

VI. THE CITY AND COUNTY OF HONOLULU MUNICIPAL LIBRARY, RECORDS MANAGEMENT, AND BOOKSTORE

Has information on City and County ordinances and publications.

Phone:	Library: 523-4577 Records Management: 523-4044 Bookstore: 523-4780
Web address:	www.co.honolulu.hi.us/csd/lrmb
Hours:	Call for hours
Location:	City Hall Annex 558 S. King Street

VII. THE STATE DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM LIBRARY

Phone:	586-2424
Web address:	www2.hawaii.gov/dbedt/index.cfm
E-mail address:	library@dbedt.hawaii.gov
Hours:	9:30 a.m. - 4:30 p.m., Monday-Friday
Location:	No. 1 Capitol District Building (Hemmeter Building) 250 South Hotel Street, 4th Floor, Ewa Wing

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CITIZEN PARTICIPATION FACTSHEET

1. *When does the Legislature convene? And how long is a legislative session?*

According to Article III, Section 10 of the Hawaii State Constitution, "The legislature shall convene annually in regular session at 10:00 o'clock a.m. on the third Wednesday in January." Regular sessions are limited to a period of 60 working days, which exclude Saturdays, Sundays, holidays, and designated recess days.

2. *When does each house of the Legislature meet?*

Generally, the floor sessions of each house of the Legislature take place at either 11:30 a.m. or 12:00 p.m. daily during the regular session unless otherwise ordered by the House Speaker or Senate President. Floor sessions are held in the respective house chambers, located on the entry level of the State Capitol.

3. *When do the standing committees of the House and Senate meet?*

The House morning bracket standing committees ("B" bracket committees) usually begin their meetings at 8:30 a.m. on their designated meeting days and 9:00 a.m. on Saturdays, if necessary. And the afternoon bracket standing committees ("A" bracket committees) usually meet at 2:00 p.m. and 7:00 p.m. on their designated meeting days and 1:00 p.m. on Saturdays, if necessary.

The Senate "A" bracket standing committees usually begin their meetings at 8:30 a.m., Monday through Friday. Senate "B" bracket standing committees usually meet at 1:15 p.m. or 2:45 p.m. on Monday, Wednesday and Friday. The Senate "C" bracket committees usually meet on Tuesday and Thursday at 1:15 p.m. or 2:45 p.m. and may meet on Saturdays at the same time, if necessary.

House and Senate committees convene in accordance with hearing notices issued at least 48 hours prior to each committee hearing.

4. *Can I use the internet to retrieve the text of bills and other documents electronically?*

Yes. For access to legislative information, log on to the Hawaii State Legislature website at: www.capitol.hawaii.gov.

5. *How can I get on a committee's mailing, fax, or email list?*

An e-mail notification system is available through the website at www.capitol.hawaii.gov. Click on the link "Bill Status & Docs". Then click on "Hearing Notices by e-mail". If you do not have internet access, you may call or write a letter to the appropriate committee chair's office or the Sergeant-at-Arms Office requesting to be placed on the committee's mailing or fax list.

6. *Where do I obtain copies of bills and resolutions if I do not have internet access? Is there a charge for copies?*

Free copies of House bills and resolutions can be obtained by contacting:

SESSION (January through April):

House Printshop
State Capitol, Room 012B
Hours of Operation:

Monday - Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.

Telephone:

Oahu	586-6590/6591
Neighbor Islands:	1-800-468-4644 then press "66590" or "66591"

INTERIM (May through December):

House Chief Clerk's Office
State Capitol, Room 027
Hours of Operation:

Monday - Friday	8:00 a.m. - 6:00 p.m.
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Telephone:

Oahu	586-6400
Neighbor Islands:	1-800-468-4644 then press "66400"

The public must call the House Printshop at least 24 hours in advance for orders of legislative bills, resolutions, or committee reports. Document requests will be filled in the order that they are received and must be picked up on the specified day and time. However, this service will not be available during deadline periods.

Free copies of Senate bills and resolutions can be obtained by contacting:

SESSION (January through April):

Senate Printshop
State Capitol, Room 012A
Hours of Operation:

Monday - Friday	8:00 a.m. - 6:00 p.m. (closed on holidays)
Saturday	9:00 a.m. - 1:00 p.m. (subject to change)

Telephone:

Oahu	586-6755
Neighbor Islands:	1-800-468-4644 then press "66755"

INTERIM (May through December):

Senate Printshop
State Capitol, Room 012A
Hours of Operation:

Monday - Friday 8:00 a.m. - 4:30 p.m.

Telephone:

Oahu 586-6755
Neighbor Islands: 1-800-468-4644 then press "66755"

The public may obtain copies of legislation from the Senate Printshop through its service window during normal hours of operation.

Also, both houses will fax legislative documents to individuals, organizations, and government agencies. A maximum of ten pages will be faxed per request. Requests for faxed copies to out-of-state fax numbers will be made if a toll-free number is provided. Contact the House or Senate Printshop to request a faxed document.

7. How can I get information on the status of a bill or resolution?

To obtain online information on the status of measures, log on to the Hawaii State Legislature website at: www.capitol.hawaii.gov and click on "Bill Status & Docs" and follow the directions. If you don't know the bill number you can find it using a "text search."

If you know the measure's committee referral you may wish to contact the committee chair's office. You may also contact your district representative or senator, the House Chief Clerk's Office for House measures (586-6400), or the Senate Chief Clerk's Office for Senate measures (586-6720). You may also call the Public Access Room at the phone numbers listed in item 9 below. From the Neighbor Islands call 1-800-468-4644, then press the last five digits of the phone number of the office that you wish to contact.

8. How do I submit testimony for a public hearing?

Testimony should be delivered to the committee vice-chair's office. Additionally, testimony for the House and Senate can be dropped off at any time (but no later than 24 hours before a hearing) in a box placed on the turnaround area just outside the main doors of the Capitol building - underground at the end of Miller Street. These boxes are checked beginning at 7:00 a.m. daily and then throughout the day, except for Saturday afternoon and Sunday. If you are planning to fax your testimony, please transmit your testimony to the appropriate Sergeant-at-Arms Office. ***Please deliver, drop off, or fax testimony at LEAST 24 hours prior to the scheduled public hearing even if you plan to be at the hearing.***

To fax testimony:

Oahu:

House 586-6501
Senate 586-6659

Neighbor Islands:

House 1-800-535-3859
Senate 1-800-586-6659

9. *While I am at the State Capitol, are there any work areas available for me to use to prepare testimony or to organize my materials?*

The Public Access Room located in Room 401 of the State Capitol is equipped with computer terminals, copies of legislative documents, reference materials, a fax machine, telephones, a Telecommunications Device for the Deaf/text teletypewriter (TDD/TTY) telephone (587-0749), and a copy machine. Copies can also be made in the Legislative Information Systems Office located in room 413 of the State Capitol.

The Public Access Room hours during the 2006 legislative session are:

Monday-Friday:	8:00 a.m. - 6:00 p.m.
Saturdays:	8:00 a.m. - 2:00 p.m.

Public Access Room staff holds classes on the legislative process, reading legislative documents, writing and presenting testimony, and using relevant legislative websites. To obtain a class schedule or to request special training for your group or organization, call:

<u>Oahu</u>	587-0478
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<u>Neighbor Islands:</u>	1-800-468-4644 then press "70478"
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10. *Are there any services for the physically challenged during public hearings of the Legislature?*

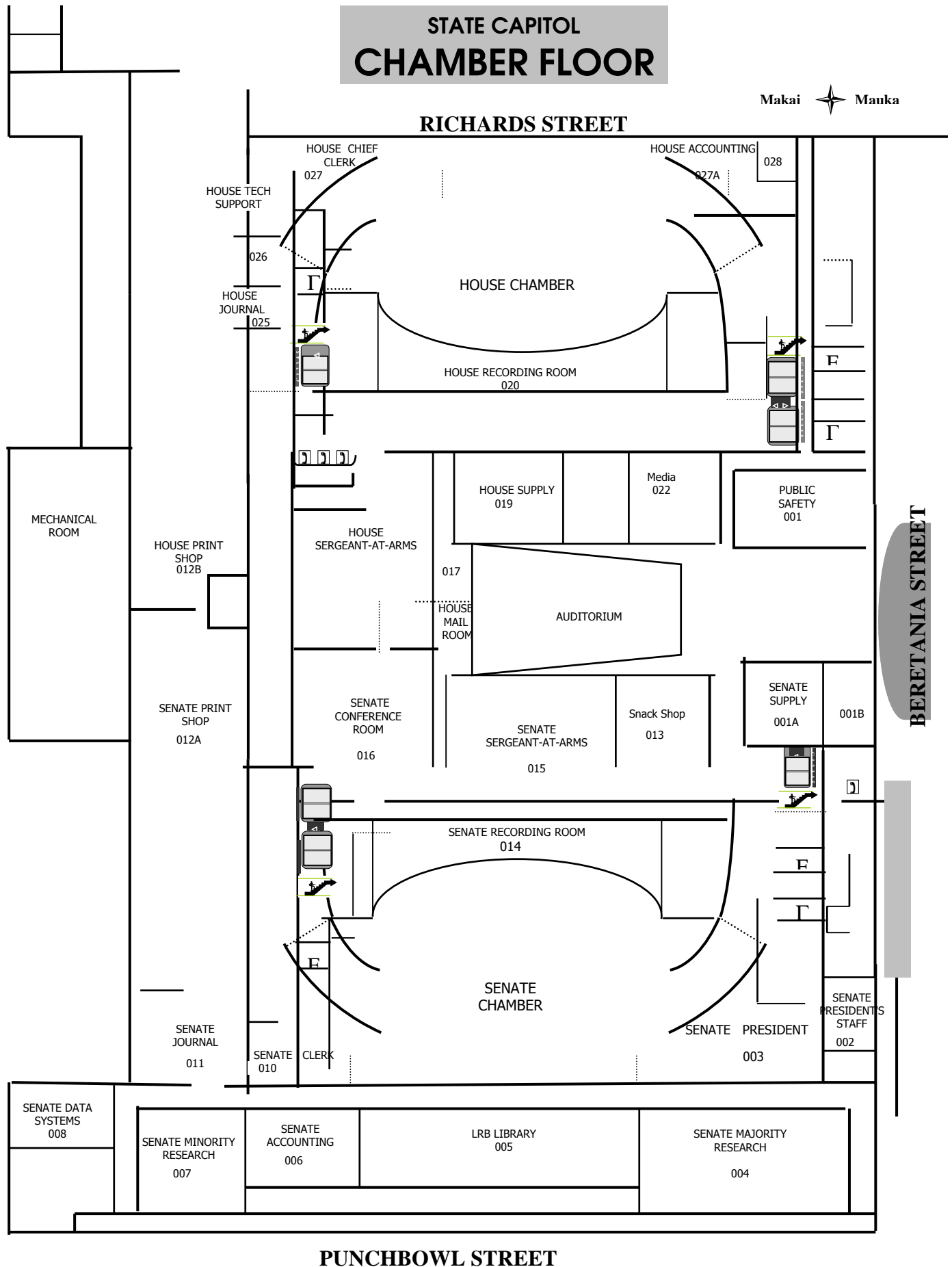
If you require special assistance or auxiliary aids and/or services to participate in the public hearings of the Legislature (i.e., a sign language interpreter, wheelchair accessibility, or parking designated for the disabled), contact the committee clerk of the particular committee that is holding the hearing at least 24 hours before the hearing. There is also a TDD/TTY in the Public Access Room. For TDD/TTY services, call 587-0749.

11. *Where can I park if I want to visit the State Capitol?*

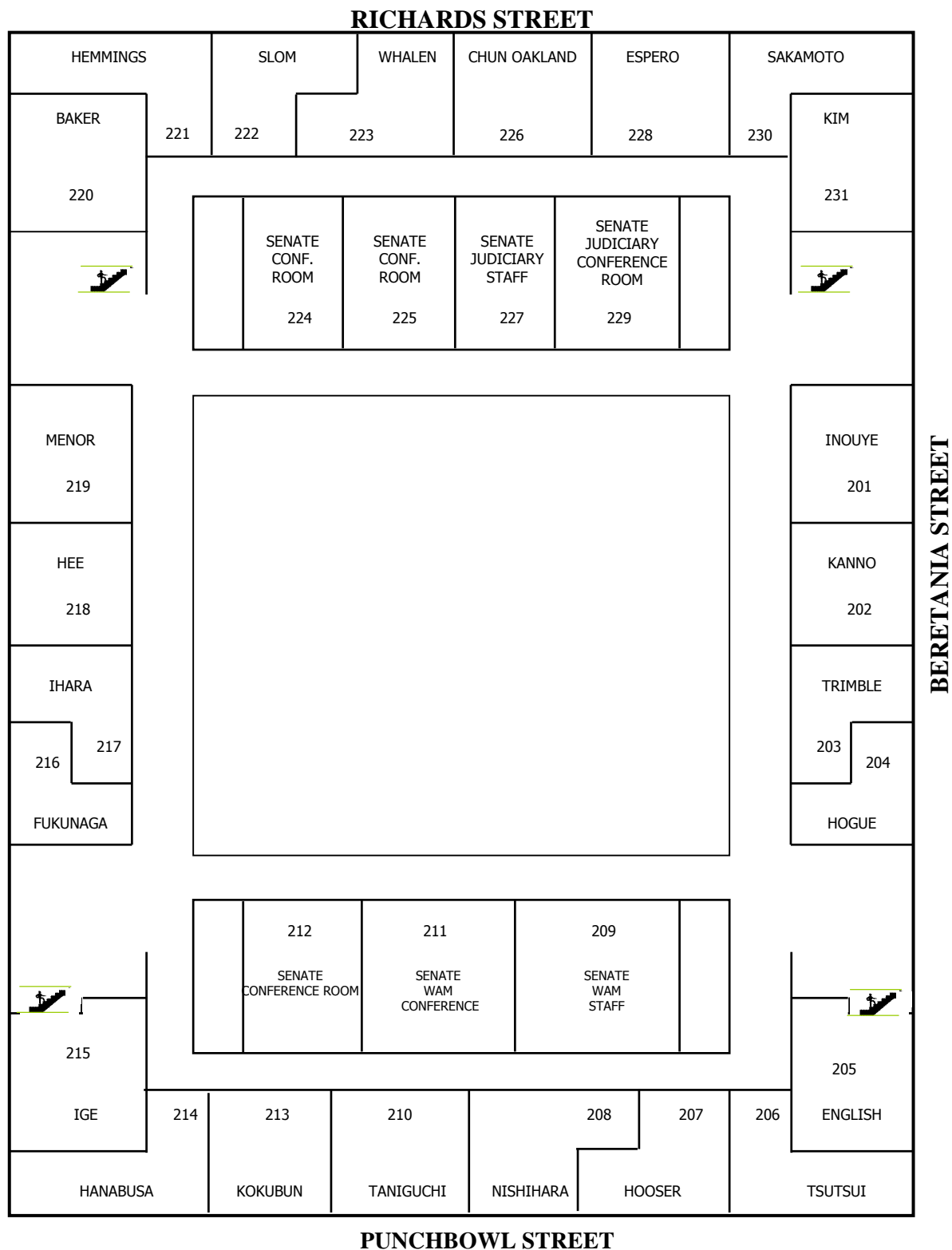
There are limited metered parking stalls in the State Capitol underground parking garage (accessible via Miller Street off of Punchbowl Street). Be sure to park only in the metered stalls. All other stalls are assigned to government officials and their staffs. Unauthorized vehicles are subject to towing at the owner's expense. If the public metered parking at the State Capitol is full, you may want to check the outdoor metered stalls on the nearby Iolani Palace grounds, accessible from the mauka side of King Street, right before the Hawaii State Library. There is also limited metered street parking on Punchbowl Street and Richards Street.

STATE CAPITOL CHAMBER FLOOR

Makai  Mankai

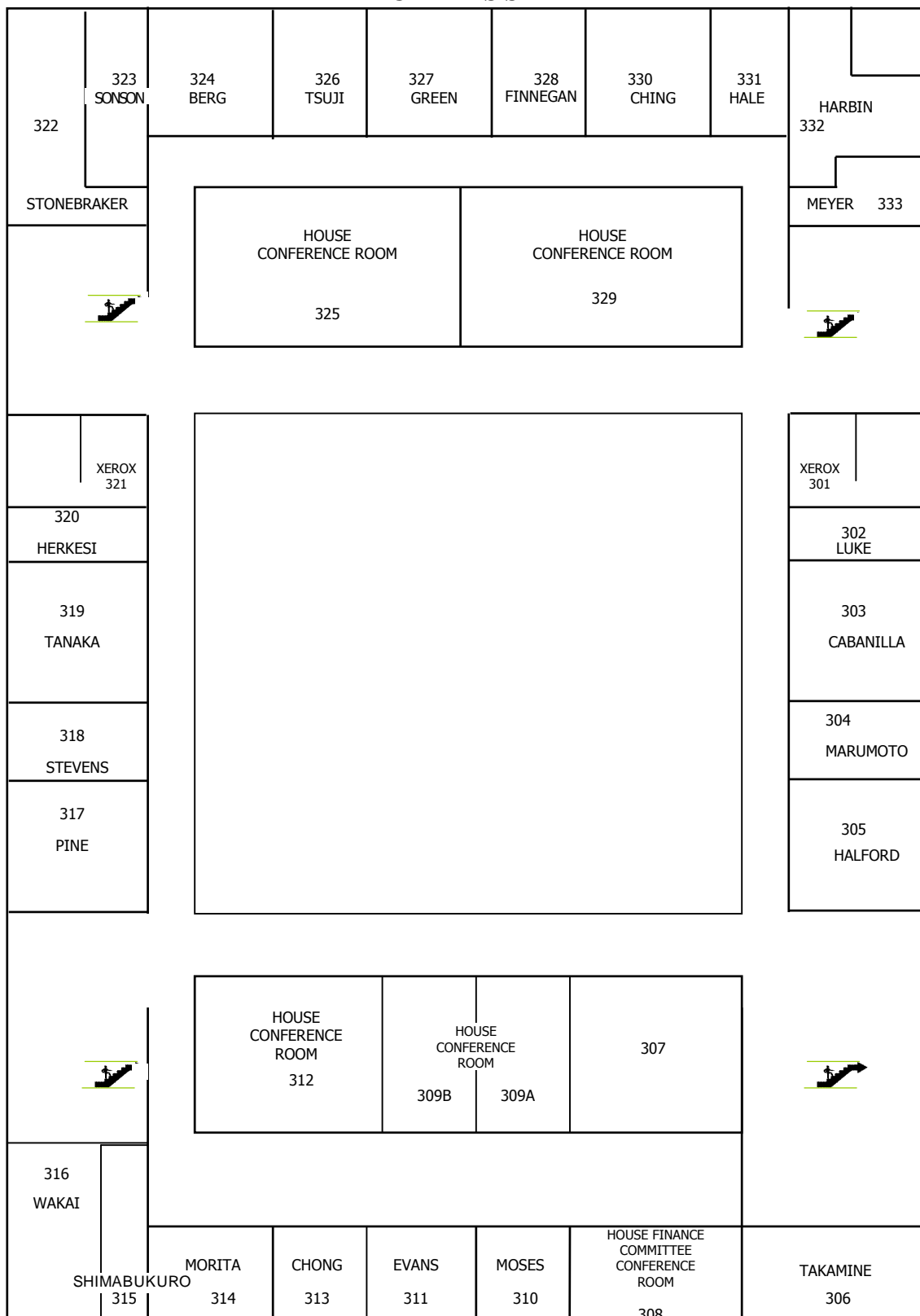


STATE CAPITOL SECOND FLOOR



STATE CAPITOL THIRD FLOOR

RICHARDS STREET



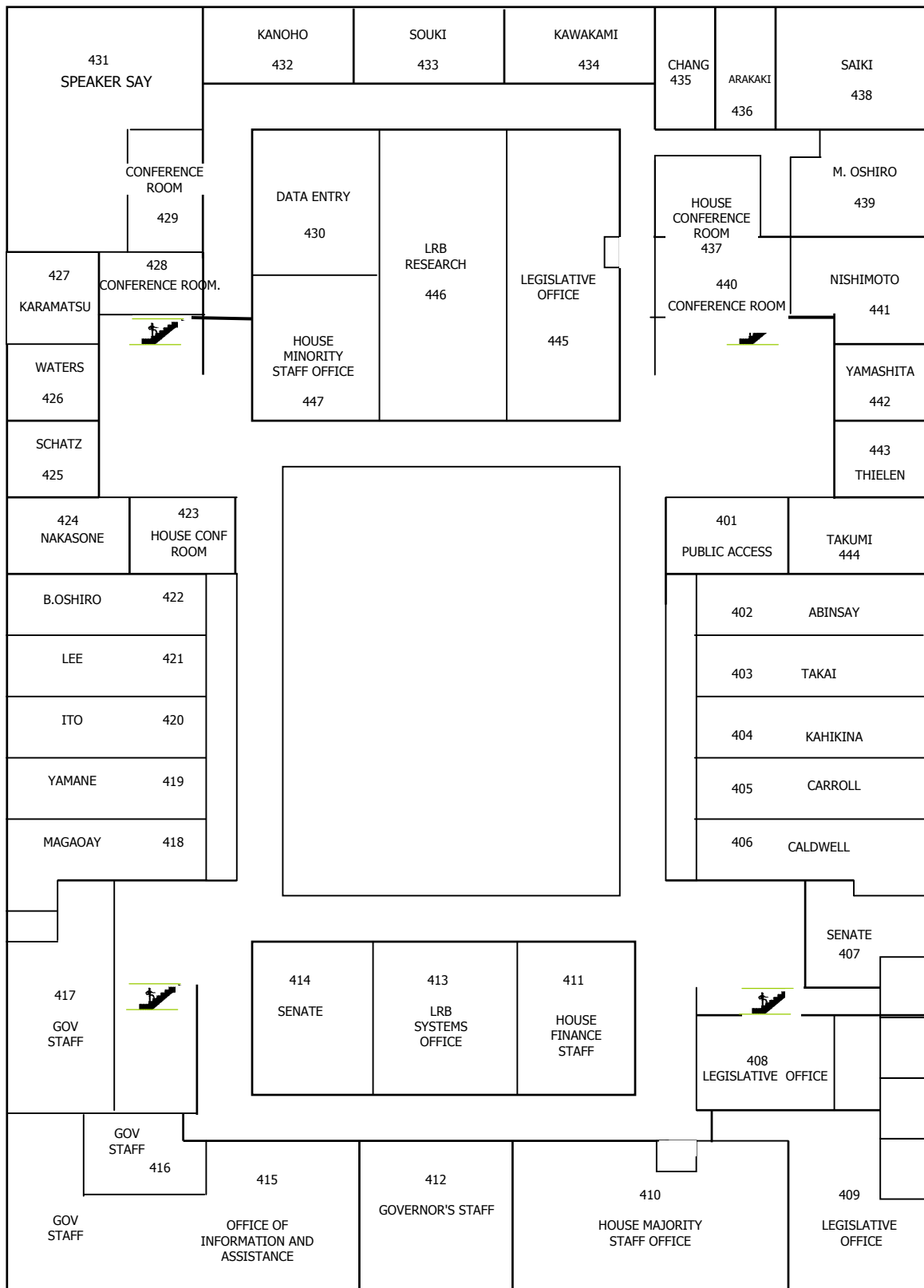
BERETANIA STREET

PUNCHBOWL STREET

STATE CAPITOL FOURTH FLOOR

Makai  Mauka

RICHARDS STREET



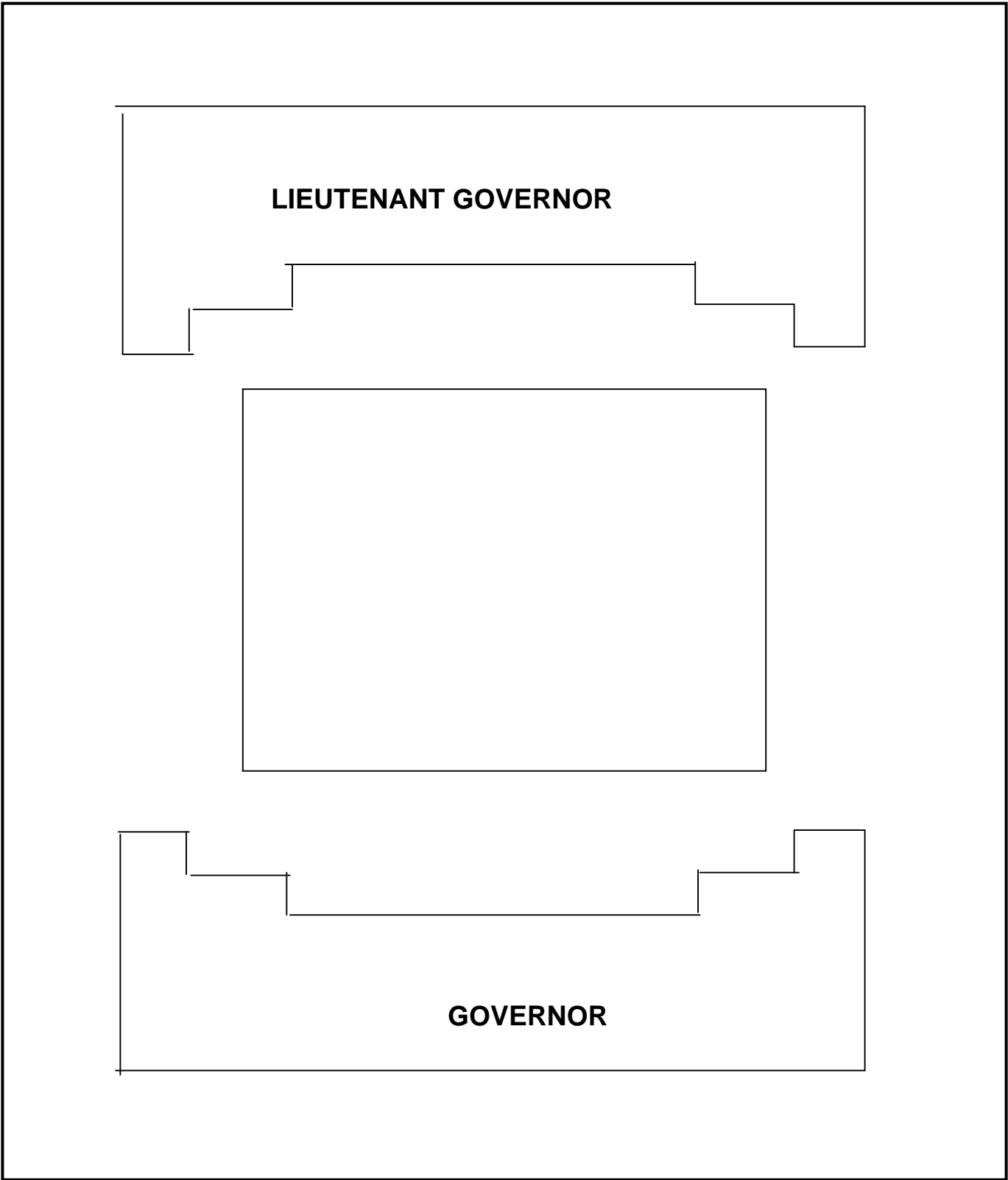
BERETANIA STREET

PUNCHBOWL STREET

STATE CAPITOL
FIFTH FLOOR



RICHARDS STREET



BERETANIA STREET

PUNCHBOWL STREET

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HELPFUL LEGISLATIVE ACRONYMS AND ABBREVIATIONS

A

AG	Attorney General (Department of the Attorney General)
AGR	House Committee on Agriculture
	-OR-
	The budgetary program identification for the Department of Agriculture
AGS	The budgetary program identification for the Department of Accounting and General Services
ATG	The budgetary program identification for the Department of the Attorney General

B

B&F	Department of Budget and Finance
BED	Senate Committee on Business and Economic Development
	-OR-
	The budgetary program identification for the Department of Business, Economic Development, and Tourism
BOE	Board of Education
BOH	Board of Health
BOR	Board of Regents (University of Hawaii)
BR	By Request
BUF	The budgetary program identification for the Department of Budget and Finance

C

CCA	The budgetary program identification for the Department of Commerce and Consumer Affairs
C.D.	Conference Draft
CIP	Capital improvement project
CPC	House Committee on Consumer Protection and Commerce
CPH	Senate Committee on Commerce, Consumer Protection and Housing

D

DAGS	Department of Accounting and General Services
DBEDT	Department of Business, Economic Development, and Tourism
DCCA	Department of Commerce and Consumer Affairs
DEF	The budgetary program identification for the Department of Defense
DHHL	Department of Hawaiian Home Lands
DHRD	Department of Human Resources Development
DHS	Department of Human Services
DLIR	Department of Labor and Industrial Relations
DLNR	Department of Land and Natural Resources
DOA	Department of Agriculture
DOD	Department of Defense
DOE	Department of Education
DOH	Department of Health
DOT	Department of Transportation
DOTAX	Department of Taxation
DPS	Department of Public Safety

E

EDB	House Committee on Economic Development and Business Concerns
EDM	Senate Committee on Education and Military Affairs
EDN	House Committee on Education
	-OR-
	The budgetary program identification for the Department of Education
EEP	House Committee on Energy and Environmental Protection
EIA	Senate Committee on Energy, Environment and International Affairs
EIS	Environmental Impact Statement
EOA	Executive Office on Aging

F

FB	Fiscal biennium
FIN	House Committee on Finance
FY	Fiscal year

G

GOV	The budgetary program identification for the Office of the Governor
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H

HAR	Hawaii Administrative Rules
HAW	House Committee on Hawaiian Affairs
H.B.	House Bill
HCDA	Hawaii Community Development Authority
H.C.R.	House Concurrent Resolution
H.D.	House Draft
HED	House Committee on Higher Education
HHL	The budgetary program identification for the Department of Hawaiian Home Lands
HLT	House Committee on Health
HMO	House Minority Research Office
HMS	Senate Committee on Human Services
	-OR-
	The budgetary program identification for the Department of Human Services
HMSO	House Majority Staff Office
HPERB	Hawaii Public Employment Relations Board
H.R.	House Resolution
HRD	The budgetary program identification for the Department of Human Resources Development
HRE	Senate Committee on Higher Education
HRS	Hawaii Revised Statutes
HSCR	House Standing Committee Report
HSG	House Committee on Housing
HTH	Senate Committee on Health

-OR-

HUS The budgetary program identification for the Department of Health
House Committee on Human Services

I

IGA Senate Committee on Intergovernmental Affairs
INT House Committee on International Affairs

J

JHW Senate Committee on Judiciary and Hawaiian Affairs
JUD House Committee on Judiciary

L

LAB House Committee on Labor and Public Employment
LBR Senate Committee on Labor

-OR-

 The budgetary program identification for the Department of Labor and Industrial
Relations

LG Lieutenant Governor

LISO Legislative Information Systems Office of the Legislative Reference Bureau

LMG House Committee on Legislative Management

LNR The budgetary program identification for the Department of Land and Natural
Resources

LRB Legislative Reference Bureau

LTG The budgetary program identification for the Office of the Lieutenant Governor

M

MAT Senate Committee on Media, Arts, Science and Technology

O

OCCC Oahu Community Correctional Center

OHA Office of Hawaiian Affairs

OP Office of Planning

P

PPB	Planning, Programming, and Budgeting
PSD	The budgetary program identification for the Department of Public Safety
	-OR-
	Department of Public Safety
PSM	House Committee on Public Safety and Military Affairs
PUC	Public Utilities Commission

S

S.B.	Senate Bill
S.C.R.	Senate Concurrent Resolution
S.D.	Senate Draft
SFCA	State Foundation on Culture and the Arts
SHPDA	State Health Planning and Development Agency
SLH	Session Laws of Hawaii
S.R.	Senate Resolution
SSCR	Senate Standing Committee Report

T

TAC	House Committee on Tourism and Culture
TAX	The budgetary program identification for the Department of Taxation
TGO	Senate Committee on Transportation and Government Operations
TRN	House Committee on Transportation
	-OR-
	The budgetary program identification for the Department of Transportation
TSM	Senate Committee on Tourism

U

UCC	Uniform Commercial Code (Chapter 490, Hawaii Revised Statutes)
UH	University of Hawaii
UOH	The budgetary program identification for the University of Hawaii

W

WAM	Senate Committee on Ways and Means
WLA	Senate Committee on Water, Land and Agriculture
WLO	House Committee on Water, Land, and Ocean Resources
WR	With reservations